

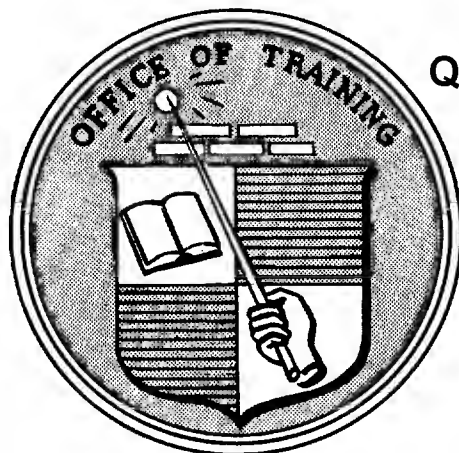
CONFIDENTIAL

OFFICE OF TRAINING BULLETIN

NUMBER 28

QA/QC - 11/16/00 - betty

JULY 1957



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NEWS

✓ OTR CATALOG CHANGE -
PLEASE INK-IN THIS CORRECTION NOW

EFFECTIVE WRITING, course code B-21. On the course listing sheet, under DURATION, change "20 hours - two 1-hour sessions per week for ten weeks" to "20 hours - two 2-hour sessions per week for five weeks."

* * * * *

EMPLOYEE INTEREST IN PUBLIC SPEAKING LAUNCHES NEW "TOASTMASTERS CLUB"

All those of you who have taken, or who plan to register for, Effective Speaking or Conference Leadership will be especially interested in CIA's newly-founded Toastmasters Club.

Sponsored by the Employee Services Branch, Office of Personnel, extension 2144, the club had its organization meeting 18 June, and a program-planning meeting 25 June.

All employees interested in developing and improving speech skills, for increasing their work capabilities as well as for pleasurable pursuits, are invited to join the club.

* * * * *

AGENCY ACTIVE IN FILM PRODUCTION REGISTER NOW FOR A FILM ROLE

The Office of Training is producing a series of classified training films dealing with various aspects of Agency operations. Some of these films are produced entirely internally; some are produced through commercial facilities. In every instance, Agency personnel are used to play the acting roles.

The Agency-wide need for actors and actresses is constant. Some roles are quite small, requiring no speech lines and a minimum amount of your time. At the other extreme are roles extensive in scope, "star" parts, calling for script memorization and devotion of measurable time -- perhaps a short TDY to location. The Office of Training now is compiling a roster of Agency personnel interested in taking part in these productions. You are not required to have acting experience, nor to be any particular "type"!

Security is not usually a problem, since these films are produced for internal use only. However, the question of security is fully explored with you at the time you are considered for a part.

For further information, or to register your name on our roster for present or future consideration, please contact extension 8333.

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CLERICAL TRAINING PROGRESSES

Current enrollment in Clerical Training courses is approximately 133 persons.

During a recent period, the faculty tested 122 EOD employees in shorthand and typewriting; also tested recently were 14 on-the-job employees sent by their supervisors to take the Clerical Skills Qualification Test in those subjects.

* * * * *

CLERICAL TRAINING FACULTY MOVES NEW LOCATION NEAR STATLER HOTEL

On 15 June 1957, Clerical Training Staff of the Intelligence School/TR moved from Alcott Hall and Quarters Eye to the Fifth Floor, 1016 16th St., N. W.; the administrative office is Room 508, extension 2100.

All clerical testing and training for new and on-duty employees now is centered in this location.

* * * * *

LANGUAGE STUDY PROGRESSES

Current enrollment in internal language training courses is approximately 150; enrollment in self-study programs is approximately 190.

Current enrollment in off-duty-hours language courses, morning and evening classes, is 72. The courses are French 101, German 101, and Spanish 101. At this time approximately 130 Agency people are ready to enroll in off-duty-hour classes. IAS again invites Agency personnel to volunteer, at overtime pay rates, as instructors for courses in many familiar or unique languages.

The Language Laboratory, 2132 Eye Building, was utilized by 180 students during the past month, for a total of 2200 hours, in the study of 20 different languages.

Language Proficiency examinations recently were taken by 40 people from various Agency components. The languages were:

Arabic	Japanese
Bulgarian	Polish
Chinese (Mandarin)	Russian
French	Turkish
German	

OTR Qualifications Review and Placement Panels recently met to consider people for the following language studies:

Persian	Chinese
Greek	German

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AGENCY EXECUTIVES ACTIVELY ASSIST MANAGEMENT AND SUPERVISION TRAINING

The interest of CIA's executives in OTR's management and supervision training program is indicated by the time and effort contributed by them to the Basic Supervision and Basic Management courses.

Lecturers from non-OTR components participate frequently, assisting faculty instructors with current illustrations of Agency theory and practice.

Recently, in the last session of Basic Supervision, class #31, Gordon Stewart, Director of Personnel, participated as one of the discussion leaders, and at the conclusion of class the Inspector General, Lyman Kirkpatrick, sat in with the students for a productive give-and-take discussion. Student committees of that class presented their reports, surfacing points to which the IG directed comment based on the practical experience of his office.

In Basic Management, Colonel L. K. White, Deputy Director (Support), has been among those contributing to regular class sessions.

A significant development in Basic Supervision is the "Follow-Up" meeting, periodically scheduled by the faculty for student graduates of a number of previous classes. At the latest of these, General Cabell, Deputy Director of Central Intelligence, devoted his address to problems presently confronting Agency supervisory personnel. Some 75 supervisors, graduates of 5 classes of Basic Supervision, gathered for this follow-up meeting.

Other post-class gatherings of supervisory graduates are planned for the near future as supplements to the regularly scheduled classes of the Basic Supervision course.

* * * * *

SELECT PUBLICATIONS AVAILABLE TO YOU

Copies of the following OTR publications are available and may be requested through your Training Officer, or by calling the Chief, OTR Library, extension 3096:

Conference Leadership: A Selected Bibliography, TR RM 0-532, 6 pages, Unclassified, October 1956.

O.S.S.: A Selected Reading List, TR RM 0-537, 3 pages, SECRET/CIA INTERNAL USE ONLY, May 1957.

The Instructors' Guide to Current References, TR RM 0-3, SECRET/CIA INTERNAL USE ONLY, is published every two weeks by the OTR Library. Sample copies may be obtained by calling extension 3096.

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UZBEK ELEMENTARY SPEAKING
BEGINS 30 SEPTEMBER
FEATURES SPECIAL LECTURE SERIES

The Language and Area School has scheduled a new course, Uzbek Elementary Speaking (Part-Time) #1, 30-weeks, starting 30 September 1957. Instruction occupies 5 hours a week; a minimum of 7 hours a week in the Language Laboratory additionally is required. No previous knowledge of Uzbek is required.

25X1A9a Applications must be received by
25X1A9a the Registrar, Office of Training,
by 16 September. An interview with
the chief instructor, [REDACTED]
Room 2129, "I" Building,
extension 4437, is required of ap-
plicants. Contact your training
Officer to arrange for an interview.

In addition to the language instruction, a special lecture series (in English) is now being arranged. These lectures, 1 per week, devoted to the general area of Soviet and Chinese Central Asia, are open to auditors. If you are interested in attending any of these lectures, watch your OTR Bulletin for early announcement of the lecture schedule.

25X1A STATE DEP'T NEW DELHI OFFICER SPEAKS
IN RECENT AMERICANS ABROAD

25X1A Americans Abroad [REDACTED]
[REDACTED] recently was completed.
Featured guest speaker on the last
day was Norman Grady, Department of
State, who recently served as Admin-
istrative Officer at the New Delhi
Embassy.

POLISH READER PUBLISHED -
4TH IN OTR'S FOREIGN LANGUAGE SERIES

Language and Area School/OTR, has just published the Polish Reader, unclassified. For use in intermediate and advanced classes, it consists of a compilation of articles, printed items, and cartoons from current Polish newspapers and journals.

The Polish Reader is the fourth of a series being produced by the Eastern Studies Staff/LAS to remedy the lack of commercial texts with "Area" type materials and readings of special interest to intelligence personnel. →

CLERICAL SKILLS QUALIFICATION TESTS
SCHEDULED FOR JULY AND AUGUST

Clerical Skills Qualification Tests in shorthand and typewriting, administered to on-the-job employees who must meet Agency standards, will be given during July and August on Mondays, in Room 500, 1016 16th St., N. W., fifth floor, as follows:

29 July 12 August

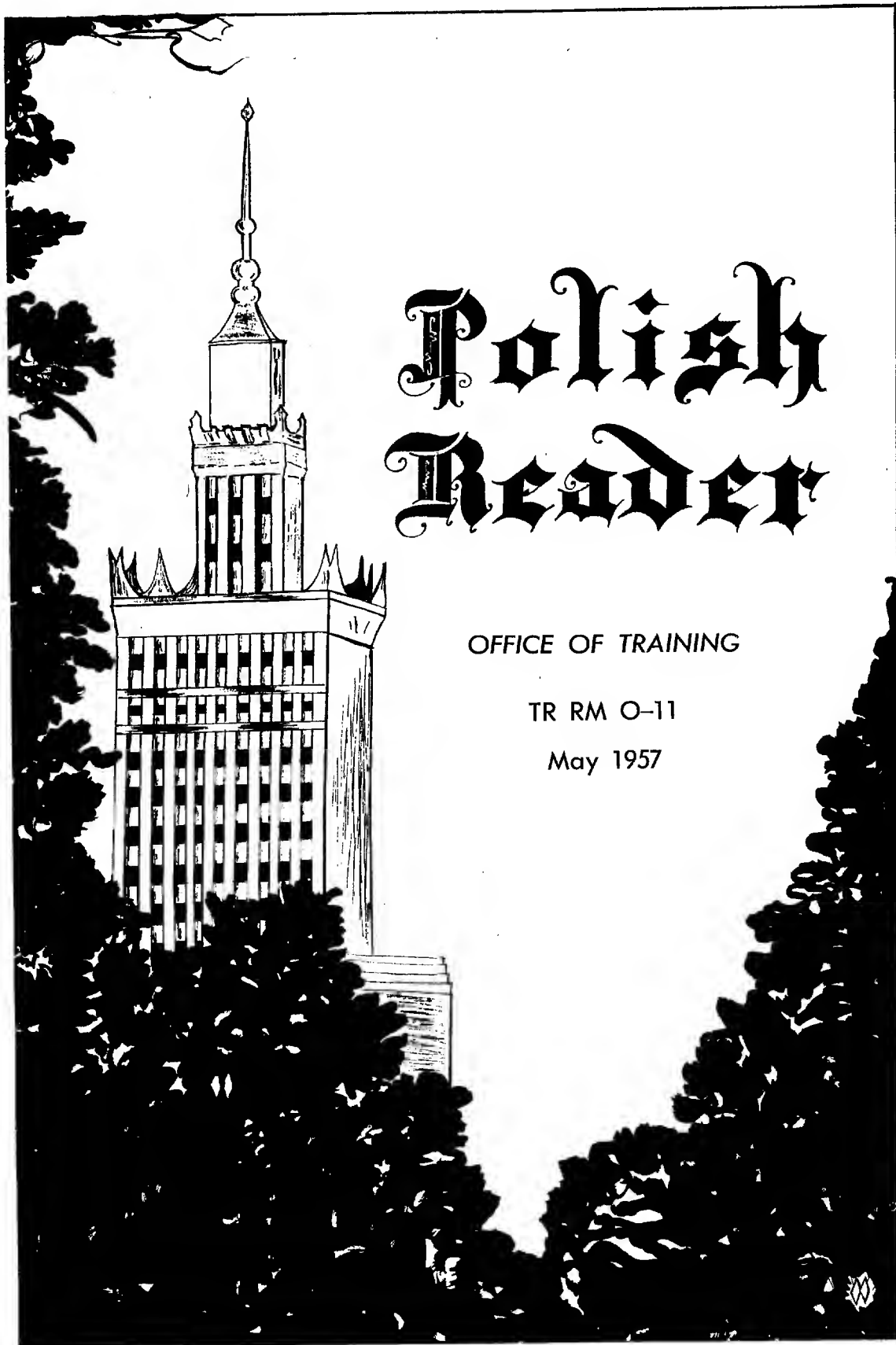
(Typewriting: 1315 Shorthand: 1400)

Supervisors who wish to have employees tested should get in touch with their Personnel Placement Officers. The officers will arrange for test registration.

Usually, employees who do not meet the Agency clerical skills standards in these tests should be enrolled in the Clerical Refresher Program listed in your office copy of the OTR CATALOG as courses B-12 to B-19.

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~~S-E-C-R-E-T~~**Courses, Activities, and Programs**NOONTIME MOVIE PROGRAMJULY AND AUGUST

25X1A9a

You are invited to attend the various foreign language and English films to be shown in Room 1-82 Quarters Eye, at 1200 hours as scheduled below. Films of both entertainment and factual types are included. If you enjoy foreign films, desire to improve your language proficiency, or seek additional "area" knowledge, you will find these programs interesting and beneficial. Occasionally, if it is impossible to secure a scheduled film, a substitution will be made. For further information, please call [REDACTED] extension 2381. You will, of course, wish to arrange with your supervisor for authorization to attend those films which require time in excess of your lunch hour.

10 July Wednesday	Russian film: "The Larks are Singing" E7079, 76 min. (Romance on a Kolkhoz)
11 July Thursday	German Newsreels
15 July Monday	Russian Newsreels
16 July Tuesday	Area films on Africa: "African Journey" E2603, 20 min.; "Challenge in Nigeria" E6922, 20 min.; "Africa" (Strategic Intelligence School film) 40 min.
17 July Wednesday	French film: "Colonel Charbert" G6708 (Based on Balzac's story of Officer in Napoleon's Army)
18 July Thursday	German Area film: "Vietnam" K6350, 30 min. (Political, economic and cultural survey of North Vietnam from Communist viewpoint)
19 July Friday	Polish film: "Pilsudski's Burial" 80 min. (Life of Marshal Pilsudski)
22 July Monday	Africa area films in English: "Introducing East Africa" 30 min.; "Latuko" 50 min. (On Equatorial Sudanese Tribe)
24 July Wednesday	Russian Newsreels
25 July Thursday	Italian film: "Il Cristo Proibito" 96 min. (Story of Italian Soldier who Returns Home after World War II) English Subtitles.
26 July Friday	Polish Newsreels K6254, K6255, K6113, 30 min.
30 July Tuesday	Spanish film: "The Nail" A2382, 80 min.

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31 July Russian film: "Shadow on the Pierce" K6150, 90 min.
Wednesday (Story of Nazi Sabotage in Odessa Harbor during World War II)

1 August Area film on Africa in English: "Dark Rapture", 80 min.
Thursday (On Africa South of the Sahara)

2 August German film: "The Saint and the Fool" B1340, 90 min.
Friday [REDACTED]

5 August English Documentary on Poland: "The Poznan World Fair" K6356,
Monday 50 min.

6 August French film: "Gigi" E1178, 90 min.
Tuesday (Based on Story by Colette)

7 August Russian Newsreels
Wednesday

8 August German film: "Destiny" B1440, 84 min. [REDACTED]
Thursday

9 August Polish film: "November Night" 80 min.
Friday (Historical film on 1776 events)

12 August Spanish film: "A Gallega in Mexico" 106 min.
Monday

13 August Polish newsreels and documentary shorts: E7010, 2 min.;
Tuesday E6034, 26 min.; E6032, 10 min.; E6031, 11 min.; E6030, 11 min.

14 August Russian film: "The Bogatyr Goes to Marto" H6139, 86 min.
Wednesday (Story of International Sabotage)

15 August German newsreels
Thursday

19 August Rumanian film: "Life Triumphant" D6329, 93 min. (Story of
Monday Early Days of Communism in Rumania)

21 August German Newsreels
Wednesday

22 August Chinese film: "The Watch" D6237, 120 min. (Anti-nationalist
Thursday Propaganda film with Shanghai Setting) [REDACTED]

27 August Polish documentaries and newsreels: D6541; D6542; D6543;
Tuesday 40 min.

28 August Russian film: "Soldier Ivan Brovkin" J6086, 90 min.
Wednesday (Lolchoz work "makes a man" of a shiftless Russian GI)

25X1A

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AMERICANS ABROAD

SOUTHEAST ASIA

26 AUGUST TO 30 AUGUST

This regional-type Americans Abroad course, covering the [REDACTED] will be given daily from 1400 to 1645 hours, in Room 2524, Quarters Eye.

25X1A
25X1A

All personnel, as well as their adult dependents over 15 years of age, expecting to go for the first time to a particular country in Southeast Asia are invited to attend.

Applications for registration of employees must be submitted to the Registrar, OTR, on or before 12 August. Requests for admission of dependents should be submitted by the Training Officers through the Registrar, OTR, to the Office of Security. For further information, please call [REDACTED] extension 3318.






25X1A9a

SCHEDULE

Monday	26 August	1400-1410	<u>Introduction: Objectives, Procedures and Rationale of Course</u>	
		1410-1450	<u>An American in S.E.A.- Implications and Significance</u>	
		1450-1530	<u>Film on [REDACTED]</u>	25X1A
		1530-1540	<u>Break</u>	
		1540-1630	<u>Processing Out, Packing, Travel, and Housing Problems</u>	
		1630-1645	<u>Personal Interviews</u>	
Tuesday	27 August	1400-1450	<u>Legal Problems: Laws and Regulations Applicable to Foreigners</u>	
		1450-1530	<u>Film on [REDACTED]</u>	25X1A
		1530-1540	<u>Break</u>	
		1540-1630	<u>Medical Briefing: Health Rules in the Tropics</u>	
		1630-1645	<u>Personal Interviews</u>	

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Wednesday	28 August	1400-1500		25X1A
			<u>Historical and Strategic</u> <u>(Panel)</u>	
		1500-1520 1520-1530 1530-1630		25X1A
			<u>Differences in National and</u> <u>Social Attitudes (Panel)</u>	
		1630-1645	<u>Personal Interviews</u>	
Thursday	29 August	1400-1500		25X1A
			<u>Historical and Strategic</u> <u>(Panel)</u>	
		1500-1520 1520-1530 1530-1630		25X1A
			<u>Differences in National and</u> <u>Social Attitudes (Panel)</u>	
		1630-1645	<u>Personal Interviews</u>	
Friday	30 August	1400-1500	<u>Practical Advice: Housekeep-</u> <u>ing, Shopping, Dining Out,</u> <u>Entertainment (Panel)</u>	
		1500-1530 1530-1540 1540-1600	<u>Films on</u>  <u>Break</u>	25X1A
			<u>Language Problems: Teachers,</u> <u>Schools, Length of Study,</u> <u>Value to Student (Panel)</u>	
		1600-1620 1620-1630 1630-1645	<u>Round-up: Final Questions</u> <u>Students' Critique</u> <u>Personal Interviews</u>	

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INTEGRATED LANGUAGE/AREA STUDY

CHINA, # 1

9 SEPTEMBER TO 15 NOVEMBER

This course will be given Mondays, Wednesdays, and Fridays, from 0900 to 1100 hours, in Room 2524, Quarters Eye. Applications for registration must be received by the Registrar, Office of Training, on or before 26 August.

This course is intended for personnel whose chief area of interest is China. It deals with the following general topics: the geography of China; the traditional Chinese society; the rise of the modern Chinese state; the struggle for power between the Communists and the Kuomintang; Taiwan; the political organization of the People's Republic of China; foreign policy of China since 1949; and China's position in the world today.

SCHEDULE

Monday	9 September	The geography of China: physical geography, climate, resources
Wednesday	11 September	The geography of China (continued): agriculture, traditional industry, population, cities, trade patterns.
Friday	13 September	Traditional Chinese society
Monday	16 September	Traditional Chinese society (continued)
Wednesday	18 September	The Chinese language, Chinese literature and art
Friday	20 September	Chinese history prior to the 19th century
Monday	23 September	China in the 19th century: internal stagnation and reform
Wednesday	25 September	Chinese relations with the outside world prior to 1912--encroachments of Japan and the Western Powers on China
Friday	27 September	Discussion period: China to 1912
Monday	30 September	The Chinese Revolution and the struggle for the unification of China, 1912-1927

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Wednesday	2 October	The Chinese Revolution and the struggle for the unification of China (continued)
Friday	4 October	China under the Kuomintang: political and social reforms, development of industry, struggle against the Communists and the Japanese, 1927-1945
Monday	7 October	China under the Kuomintang (continued)
Wednesday	9 October	The rise of the Communist Party in China; Chinese Communist participation in the Canton and Hankow Nationalist governments; Chinese policies during the '30's; Juichin and Yen-an.
Friday	11 October	The rise of the Communist Party (continued)
Monday	14 October	The Kuomintang-Communist struggle for power, 1945-1949; the roles of the US and the USSR
Wednesday	16 October	The Kuomintang-Communist struggle (continued)
Friday	18 October	Discussion period: China under the Kuomintang
Monday	21 October	The People's Republic of China: its political organization
Wednesday	23 October	Communist reorganization of traditional Chinese society
Friday	25 October	Communist reorganization of Chinese agriculture: the five-year plans
Monday	28 October	Communist reorganization of Chinese industry: the five-year plans
Wednesday	30 October	Chinese Communist ideology: Mao's contributions to Marxism-Leninism
Friday	1 November	China's foreign policy since 1949; relations with the USSR and the other communist states
Monday	4 November	China's foreign policy since 1949: relations with the US and the Western Powers; China's role in the Korean War

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Wednesday	6 November	Taiwan: a geographical and historical survey
Friday	8 November	Taiwan since 1945: The Kuomintang government of Taiwan; Taiwan and the PRC; Taiwan and the US
Monday	11 November	China's strategic position and political, economic and military potential
Wednesday	13 November	Discussion period: China in the world today
Friday	15 November	Final examination

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REGISTRAR'S REMINDERS

For information regarding courses and registration procedure, read your office copy of the OTR Catalog and your OTR Bulletin, and consult your Training Officer. To register in a course, secure the approval and sponsorship of your supervisor. OTR registration deadline and course dates follow. [Please check with your Training Officer regarding his special deadlines for applications/ :

	<u>COURSE TITLE</u>	<u>CODE</u>	<u>APPLY BY</u>	<u>DURATION</u>
	Intelligence Orientation (R&S Auditorium)	B-3	26 Aug 23 Sept	3 Sept - 27 Sept 30 Sept - 25 Oct
25X1A6a	Administrative Procedures (136 [REDACTED])	B-4	3 Sept 28 Oct	9 Sept - 27 Sept 4 Nov - 22 Nov
25X1A	(See your <u>OTR Catalog</u>) (136 [REDACTED])	B-5	22 July 23 Sept	29 July - 31 Aug 30 Sept - 1 Nov
25X1A6a	Basic Supervision (GS 5-7) (0830 - 1230 hours, daily) (155 [REDACTED])	B-7	3 Sept	9 Sept - 20 Sept
25X1A6a	Basic Management (GS 12-14) (0830-1230 hours, daily) (155 [REDACTED])	B-8	16 Sept	23 Sept - 4 Oct
	Clerical Refresher Program (Hours to be arranged) (Room 508, 1016 16th St)	B-12 to B-19	29 July 3 Sept	5 Aug - 30 Aug 9 Sept - 4 Oct

Pre-testing for the Clerical Refresher Program is scheduled for 1 August and 5 September in Room 508, 1016 16th Street as follows:

0900 - 1000 Typing 1000 - 1100 Shorthand 1100 - 1200 English Usage

Instructional Techniques (2011 R&S)	B-20	3 Sept	9 Sept - 14 Sept
Effective Writing (0845-1045 Tues, Thurs) (2025 R&S)	B-21	5 Aug	12 Aug - 13 Sept

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<u>COURSE TITLE</u>	<u>CODE</u>	<u>APPLY BY</u>	<u>DURATION</u>
Dependents' Briefing (117 Central Bldg)	B-23	(See your Training Officer)	6 Aug - 7 Aug 10 Sept - 11 Sept
Party Organization & Operations (0830-1230, daily) (2202 Alcott)	C-2	22 July 23 Sept	29 July - 23 Aug 30 Sept - 25 Oct
Intelligence Techniques (2027 R&S)	I-1	22 July 23 Sept	29 July - 23 Aug 30 Sept - 25 Oct
Writing Workshop (0900-1200 hours, 1st wk: Mon,Tues,Thurs last 2 wks: Tues,Thurs) (2026 R&S)	I-6	3 Sept	9 Sept - 4 Oct
Reading Improvement (Hours to be arranged) (2402 Alcott)	I-7	12 Aug	19 Aug - 4 Oct
Intelligence Research(Maps) (0900-1200, Mon,Wed,Fri) (2029 R&S)	I-12	3 Sept	*9 Sept - 27 Sept
("O" course titles are listed only in <u>OTR</u> <u>Catalog 100-1</u>)	O-1	16 Sept	30 Sept - 31 Jan
	O-2	12 Aug	26 Aug - 4 Oct
	O-4	9 Sept	16 Sept - 4 Oct
	O-10	16 Sept	23 Sept - 11 Oct
	O-13	22 July	29 July - 16 Aug
	O-15	9 Aug	19 Aug - 6 Sept
	O-16	5 Aug	3 Sept - 15 Oct
	O-17	15 July	*29 July - 23 Aug
	O-25	19 Aug	26 Aug - 13 Sept

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<u>COURSE TITLE</u>	<u>CODE</u>	<u>APPLY BY</u>	<u>DURATION</u>
	0-26	(See your Training Officer)	12 Aug

*PLEASE BE SURE TO MAKE THESE CHANGES ON THE LONG-TERM SCHEDULE OF COURSES (FOLD-OUT CHARTS) IN THE BACK OF YOUR OFFICE COPY OF THE OTR CATALOG

NEXT INTELLIGENCE PRODUCTS EXHIBIT
SCHEDULED 25 JULY, THURSDAY

Members of the Agency are invited to attend the next Intelligence Products Exhibit, scheduled to be shown in the Auditorium, Recreation and Services Building, on Thursday, 25 July, from 0930 to 1200 hours.

The Exhibit held on 6 June was attended by 42 visitors from various IAC agencies, as well as 7 from USIA. Several additions have been made to the Exhibit, among them a new panel illustrating the functions of [REDACTED] a teletype display; a completely new Employee Benefits exhibit from the Office of Personnel; an OTR panel illustrating the JOT Internal Recruitment program; and a modified ORR exhibit, reflecting the recent organizational changes in that Office.

Although designed primarily as an integral part of the Intelligence Orientation course (B-3 in your office copy of the OTR Catalog), the Exhibit has proved to be of interest to other members of the Agency. It is unique, in that it presents in one room a comprehensive view of the greater part of the intelligence production activities of CIA.

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AREA TRAINING

Applications for Area Training, Part-Time Language Training, and Integrated Area-Language Program Training must be submitted to the Registrar, Office of Training, at least two weeks prior to the starting date of the course.

COURSE TITLE

APPLY BY

DURATION

Americans Abroad:

Southeast Asia #1

12 Aug
2 Sept
9 Sept

26 Aug - 30 Aug
16 Sept - 20 Sept
23 Sept - 27 Sept
(Formerly 9 Sept)

Middle East

(Including North Africa) #1

Basic Country Survey:

China #2

26 Aug

9 Sept - 15 Nov
(Formerly 8 July)

Philippines #1

27 Dec

13 Jan - 21 Feb 58
(Formerly 7 Oct)

Regional Survey:

Asia (Economic Factors) #2

23 Sept
7 Oct

East Asia #2

Fertile Crescent

8 Oct - 14 Nov
21 Oct - 29 Nov
22 Aug - 20 Sept
(CANCELLED)

Integrated Language/Area Study:

U.S.S.R. (In Russian) #2

9 Sept
26 Aug

China #1

23 Sept - 20 Dec
9 Sept - 15 Nov
(Formerly 8 July)

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FULL-TIME LANGUAGE TRAINING

Applications for Full-Time Language courses should be submitted at least 6 weeks, and preferably 3 months, prior to the beginning dates of the courses. Qualifications of all applicants are considered by OTR Qualifications Review Panels prior to approval for training. The following courses are listed in the same sequence shown on the Long-Term Course Schedule contained in your OTR CATALOG.

<u>COURSE TITLE</u>	<u>APPLY BY</u>	<u>DURATION</u>
<u>Elementary</u>		
Chinese #2	19 Aug	30 Sept - 29 Aug 58
French	19 Aug	30 Sept - 28 Feb 58
German	19 Aug	30 Sept - 28 Feb 58
Italian	19 Aug	30 Sept - 28 Feb 58
Japanese #2	19 Aug	30 Sept - 27 June 58
Romanian	19 Aug	30 Sept - 28 Feb 58
Russian #3	5 Aug	16 Sept - 15 Aug 58
Spanish	19 Aug	30 Sept - 28 Feb 58
<u>Intermediate</u>		
Chinese #1	30 Aug	14 Oct - 24 Jan 58
German	30 Aug	14 Oct - 20 Dec
Russian #2	12 Aug	23 Sept - 20 Dec

PART-TIME LANGUAGE TRAININGArabic

Elementary Reading	9 Sept	23 Sept - 11 July 58 (Formerly 1 July)
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Uzbek

Elementary Speaking #1	16 Sept	30 Sept - 9 May 58
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FOREIGN LANGUAGE PROFICIENCY TESTS

The Foreign Language Proficiency Tests are for those persons who already have some knowledge of a given language, and are designed to test how well a person reads, writes, and speaks that language. Individuals applying for intermediate or advanced study of a language may be required by the Office of Training to take the proficiency test in that language in order to determine just what further training will be most rewarding. The written part of the test (covering reading and writing) requires about three-four hours and is given in the morning. The oral part requires about 15 minutes for each person and is given in the afternoon. Individuals may elect, or be required, to take tests in reading, writing, or speaking, or any combination of these capabilities. All tests are administered on Thursdays, in Room 2623, Quarters Eye. Call extension 4640 at least one week prior to the date of a test, to arrange an appointment.

20 Jun	French	29 Aug	Burmese Czech Portuguese
27 Jun	Russian		
11 Jul	Spanish	5 Sep	Spanish
18 Jul	Albanian Hindi Polish Vietnamese	12 Sep	Indonesian Latvian (Lettish) Romanian Turkish
25 Jul	German	19 Sep	German
1 Aug	Dutch Slovene Tagalog Tamil	26 Sep	Bengali Hungarian Japanese Ukrainian
8 Aug	French	3 Oct	French
15 Aug	Armenian (Eastern) Bulgarian Chinese (Mandarin) Italian	10 Oct	Hebrew Malay (Jawi) Serbo-Croatian Swedish
22 Aug	Russian	17 Oct	Russian

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Approved For Release 2001/03/30 : CIA-RDP78-03921A000200180001-6

TITLE	Budget and Finance Procedures
OBJECTIVES	To instruct and give practice in the techniques, regulations, and procedures for financial and related elements of support at a Field station
PREREQUISITES	Top Secret clearance Intelligence Orientation, or equivalent in Headquarters or Field experience
ENROLLMENT	8 to 15
DURATION	Two weeks (80 hours)
LOCATION	Headquarters

This 10-day course is designed for personnel who are expected to handle budget, finance, and related support responsibilities at a small (Class B) station. While Administrative Procedures and Operations Support are not formal prerequisites for this course, it is recommended that one or the other of these courses be completed prior to enrollment, thereby enabling the student to derive the maximum value from Budget and Finance Procedures.

During the first nine days students are instructed, by lectures, class discussions, and practice problems, in regulations and procedures covering:

1. Payment of salary allotments, differential, and allowances at foreign stations
2. Shipment of automobiles and household effects
3. Foreign travel vouchers
4. Financial phases of project planning and agent handling
5. Types of contract personnel
6. Use of Agency ~~SECRET~~ Regulations
7. Operational budgeting and funding procedures
8. Allotment controls
9. Class B station financial records and accounting

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On the tenth day of the course, students go to the Finance Division, where they are briefed by representatives of the several branches directly involved in matters relating to Class B stations. IT SHALL BE THE JOINT RESPONSIBILITY OF THE STUDENT AND THE RESPONSIBLE OFFICER IN THE AREA DIVISION to arrange for a period of extended training with personnel of the Finance Division and with the appropriate Budget and Fiscal Officer. This individually arranged extension of training is regarded as an integral part of students' preparation for efficient service overseas in budget and finance activities.

~~SECRET~~ CONFIDENTIAL

DON'T SELL HER SHORT



*Careless
talk
is low
treason*

SECURITY IS A PERSONAL RESPONSIBILITY

~~SECRET~~ CONFIDENTIAL